

# Office Memorandum • UNITED STATES GOVERNMENT

**TO :** Chief, Intelligence School

**DATE:** 11 February 1958

**FROM :** Chief, Clerical Training

**SUBJECT:** Report Number 6, Week of 4 - 10 February 1958.

**CONFIDENTIAL**

1. Numbers in Clerical Induction Training. During the week of 4 February there were 16 people in Clerical Induction Training. Of these 8 were entering for the first time.

During the wk of 4 Feb there were 17 people in Clerical Orientation.

bc

2. Numbers in Clerical Orientation Training. The Clerical Orientation program was not held the week of 4 February. The Office of Personnel indicated that there were not enough trainees ready for assignment to warrant holding the Orientation classes.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 4 February were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	5	3
Typewriting	10	8

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4. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-duty Agency clerical employees on 3 February were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	9	1
Typewriting	15	7

5. Clerical Refresher Training Program Number 75 Completed 31 January 1958. Clerical Refresher Training Program 75 ended 31 January 1958 with students enrolled from the following agency components: DDP, 16; DDI, 13; DDS, 17. The total students enrolled were 46.

X1

Document No. <u>077 45</u>
NO CHANGE to Class.
<input type="checkbox"/> DECLASSIFIED
Class. CHANGED TO: <u>TS</u>
DDA Home, 4 Apr 77
Auth: <u>DDA HMG 77/1763</u>
Date: <u>10 March 1978</u>

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6. Clerical Refresher Training Program Number 76 Begins.  
Clerical Refresher Training Program 76 began on Monday,  
10 February 1958, with students enrolled from the following agency  
components: DDP, 20; DDS, 18; DDI, 20. The total students  
enrolled are 58.



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